

GUEST REQUEST FORM

Bethel and Eugene School District 4J

You have this form because you desire to attend an event being held at a high school in Bethel or Eugene School District 4j. Please understand that it is a privilege and not a right for you to attend an event at a high school you are not registered to, so it is expected that you will be on your best behavior while attending. Please keep in mind that you must attend the event with your guest and there is only one guest per student. In order for you to attend the event you must comply with the following:

1. Complete a guest request form and submit it to the host school office **One week prior to the event by 4:00 pm**
2. Each student in good standing may bring one guest. The host student and the guest student must arrive and leave together. The guest must present current photo identification (school ASB card, valid driver's license, military identification) at the door. School staff will hold this identification until the guest leaves the event. Please note your identification must be school, driver's license, or any other form of government issued identification with a photograph attached.
3. No guest younger than a high school freshman grade or older than 20 years of age will be allowed at any event. In addition, the guest must be within 3 years of age of the host student who invited him/her.
4. Failure to follow school/district policy will result in dismissal from the event and could result in school discipline for the host student. (Refer to student handbook for additional information).
5. The guest (over age 18) or their parent/guardian (if under age 18) must authorize the Eugene Police Department School Resource Officer (SRO) to look into the individual's background taking all behavior into account that is relative to them attending the event prior to the event. This is inclusive of any criminal background check, criminal behavior, relevant arrest information, or other information that becomes available. This information will be passed on to the school administrator or designee who may take all information into account when making their decision on whether the person can attend. A denial request of a guest may entail some of the following behaviors: Crimes against the public, violent crimes, drug and alcohol offenses (whether cited or not), crimes and negative behaviors occurring in the community.
6. Administrative approval may not be given to anyone who has had discipline issues at his/her home school or who is suspended, expelled, or not in good standing from his/her school at the time of the event.
7. Host school staff reserve the right to ask any guest to leave an event and the event site.
8. Students and guests will not be re-admitted after leaving an event.
9. Jackets, bags, and purses may be subject to search prior to admittance

STUDENTS KEEP THIS PAGE FOR YOUR REVIEW

FOR OFFICE USE ONLY

Date Form Received_____

Initials_____

CHS Prom: May 7, 2022 --- form due 4/28/22

DATE OF EVENT _____

HOST

Host Student Name (Print First /Last) _____

School _____ Grade (circle one) 9 10 11 12

Name of Parent/Guardian/
Emergency Contact _____ Phone _____

GUEST INFORMATION

Guest Student Name _____ Date of Birth _____

High School _____ Grade (circle one) 9 10 11 12

License # _____ State _____

If the guest is not enrolled in high school, please advise whether they are attending college, in the military, have a job, in the workforce, etc. _____

Name of Parent/Guardian or
Emergency Contact _____ Phone _____

EVERY GUEST MUST AGREE TO THE FOLLOWING STATEMENT:

I, _____, agree to abide by all district and host school policies and procedures, and I authorize the Eugene Police Department to conduct a criminal background check on me, and release any relevant criminal/disciplinary behavior to the school administrator or other designated school official. I understand the Eugene Police Department may discuss any relevant criminal/disciplinary behavior to the school administrator or designee.

Signature of guest (required)

Date

I have explained this agreement to my student and I authorize the Eugene Police Department to conduct a criminal background check on _____, and release any relevant criminal/disciplinary information to the school administrator or other designated school official. I understand the Eugene Police Department may discuss any relevant criminal/disciplinary information with the school administrator or designee.

Signature of guest parent/guardian (required when guest under age 18)

Date

STATEMENT FROM ADMINISTRATOR AT GUEST SCHOOL

The guest student listed above is in good standing at our school. S/he has had no significant problems or discipline issues while attending our school.

Signature of guest's school administrator

Phone number

STAFF USE ONLY

Guest request approved _____ Guest request denied.

Host school administrator/Leadership Advisor